

STATE BOARD OF CORRECTIONS
DRAFT EXPENSE REIMBURSEMENT POLICY

Date Adopted by the Board / / **11**

1. Purpose.

The State Board of Corrections recognizes that board members and staff are required to travel and incur expenses to conduct business to further the board's mission pursuant to PL 2007, Chapter 653.

The purpose of this policy is to ensure that adequate cost controls are in place, travel and other expenditures are appropriate, and to provide a uniform and consistent approach for the timely reimbursement of authorized expenses.

State Board of Corrections members are entitled to "expenses only" under Maine Law.

It is the policy of the board to follow applicable state rules and regulations and state policy and procedures regarding expense reimbursement.

2. Policy

The State Board of Corrections Expense Reimbursement Policy is as follows:

- The State Board of Corrections chair must approve all requests for expense reimbursement;
- Mileage will be reimbursed at the standard state rate and shall be miles actually traveled on official Board of Corrections business. Tolls shall also be reimbursed upon presentation of receipts;
- Noonday expenses incurred by board members while in attendance at a board meeting or hearing shall be deemed a reimbursable expense, but shall not exceed \$5 per meal pursuant to 5 MRSA section 12002 subsection 2;
- Requests for reimbursement of lodging and meals for any scheduled board meeting or hearing must be deemed necessary and is subject to the prior approval of the State Board of Corrections Chairman as well as approved upon presentation of receipts. Reimbursement for lodging must be at the state rate and reimbursement for meals shall not exceed the rate applicable to state employees.

Respectfully submitted by Tim Leet on 11-15-11

Developed For BOC Discussion Purposes

Preliminary findings on the BOC Expense Reimbursement
Policy

11/15/11

1. The State Board of Corrections is considered a general government type "Expense Only" board pursuant to 5 *MRSA section 12004-G, subsection 6-C*;
2. The term "Expense Only or Expenses" is defined in 5 *MRSA section 12002 subsection 2* as:
 - "Travel, meals or lodging costs or other necessary costs incurred by a member of a board in the performance of his or her duties as a member of that board."
3. 5 *MRSA section 12002 subsection 2* also states that :
 - "Noonday meal expenses incurred while in attendance at a board meeting or hearing shall be deemed a reimbursable expense, but shall not exceed \$5 per meal."

As I understand it, if a board meeting occurs during the daytime period of noon to 1:00 p.m. and a meal is not provided, a board member is entitled to reimbursement in an amount not to exceed \$5 pursuant to 5 *MRSA section 12002 subsection 2*.

The board did change the starting time of meetings to 1:00 p.m. to minimize noonday meal expense reimbursement.

4. 5 *MRSA section 12002-A. Payment of expenses* indicates that :
 - Members of boards may be paid for expenses at a rate not to exceed the rate normally paid to state employees for actual attendance at public hearings and meetings as